Overview

This process will show how to change academic plans with the same program.

- A plan change occurs when a student wishes to discontinue his or her current plan and begin a new plan.
- Any plan change can be classified under one of two broad categories:
  - A plan change in which the current plan is being replaced by a new plan under the same program as the current program.
  - A plan change in which the current plan is being replaced by a new plan under a different program than the current program.
- University Division Advisors meet with any new students during Freshmen Orientation.
  - They review the student’s academic program data.
  - They make any adjustments to the student’s academic plan if necessary.
  - Once the student is enrolled, any updates to the program stack are submitted to the Recorders in the University College or University Division.
  - Recorders update programs and plans owned by their academic group (Row level security for Academic Advisors in UDIV/UCOL).

**NOTE:** Be sure that your User Defaults are set for the Institution field. Within the Program/Plan Stack pages, if Institution is not defaulted, the program action/reason codes may not be available and/or your updates may not save properly.

Steps

**Changing Academic Plans within the Same Program**

1. Navigate to: Records and Enrollment > Career and Program Information > Student Program/Plan.
2. Enter the ID or Last Name and First Name.
3. Click Correct History.
4. Click Search.

**NOTE:** Be sure to check the Institution on the stack prior to making any updates. You should only update stacks for your own institution.

5. Click to add a new row to the Student Program.
6. Enter Effective Date. It defaults to the current date.
7. Enter “PLNC” (Plan Change) in Program Action.
8. Enter “FROR” (Freshmen Orientation) in Action Reason.
9. Click the Student Plan tab.
10. Change Academic Plan and click Save.